

## Table of Contents

<b>INTRODUCTION .....</b>	<b>2</b>
<b>SOURCES OF FUNDING AND AMOUNT AVAILABLE.....</b>	<b>2</b>
<b>ELIGIBILITY.....</b>	<b>2</b>
<b>CONTINUATION/EXPANSION FUNDING FOR EXISTING PROGRAMS .....</b>	<b>3</b>
<b>NEW PART-TIME LOCAL VICTIM/WITNESS PROGRAMS .....</b>	<b>3</b>
<b>GRANT WRITING TRAINING.....</b>	<b>4</b>
<b>MATCH.....</b>	<b>4</b>
<b>DEADLINE .....</b>	<b>4</b>
<b>STAFFING LIMITS .....</b>	<b>4</b>
<b>GRANT LIMITS OF LOCAL VICTIM/WITNESS PROGRAMS.....</b>	<b>5</b>
<b>GRANT LIMITS OF STATEWIDE VICTIM ASSISTANCE PROGRAMS.....</b>	<b>5</b>
<b>FISCAL YEAR 2003 AND 2004 SALARIES.....</b>	<b>5</b>
<b>GRANT PERIOD .....</b>	<b>5</b>
<b>PROGRAM REQUIREMENTS .....</b>	<b>6</b>
<b>EVALUATION AND REPORTING .....</b>	<b>6</b>
<b>ALLOWABLE COSTS.....</b>	<b>7</b>
<b>UNALLOWABLE COSTS .....</b>	<b>7</b>
<b>SUMMARY INSTRUCTIONS FOR APPLICANTS REQUESTING <u>CONTINUATION GRANTS</u>.....</b>	<b>7</b>
<b>DETAILED INSTRUCTIONS FOR COMPLETING THE STANDARD APPLICATION (NEW APPLICANTS ONLY).....</b>	<b>8</b>
• <b>PROJECT DESCRIPTION (ATTACHMENT 13) (NEW APPLICANTS ONLY) .....</b>	<b>8</b>
<b>INSTRUCTIONS FOR COMPLETING THE BUDGET FORM.....</b>	<b>8</b>
<i>Page 1 .....</i>	<i>9</i>
<i>Section A. Project Budget Summary: .....</i>	<i>10</i>
<i>Section B. Budget Category Itemization .....</i>	<i>10</i>
<b>INSTRUCTIONS FOR COMPLETING THE BUDGET NARRATIVE .....</b>	<b>10</b>
<i>Personnel.....</i>	<i>11</i>
<i>Consultants .....</i>	<i>12</i>
<i>Travel.....</i>	<i>12</i>
<i>Equipment.....</i>	<i>15</i>
<i>Supplies and Other Operating Expenses .....</i>	<i>15</i>
<i>Indirect Costs.....</i>	<i>15</i>
<i>Cash Funds From Sources Other Than Grant Program Supporting This Project.....</i>	<i>16</i>

# **Victim/Witness Grant Program Fiscal Year 2003 and 2004 Program Guidelines and Application Procedures**

## **Introduction**

In accordance with §§9.1-104, 19.2-11.1, and 19.2-11.3 of the Code of Virginia, the Department of Criminal Justice Services (DCJS) is disseminating these Program Guidelines to continue or expand grant funded local victim/witness programs, to establish new victim/witness programs, and to continue or expand certain statewide programs which are designed to provide direct services, information, and assistance required by Virginia's Crime Victim and Witness Rights Act (the Act; see 1995, c. 687) and other victims' rights laws.

The FY2003/FY2004 guidelines were developed for grantees who wish to apply for funds for the period July 1, 2002-June 30, 2004. Please note, this is the first time that DCJS will award grants to victim/witness programs on a **two-year funding cycle**.

These Program Guidelines provide detailed guidance to aid applicants in determining eligibility and staffing, developing the itemized budget and budget narrative, and completing other related forms, including service delivery targets. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.

These guidelines can be found on the Internet at [www.dcss.state.va.us/victims/](http://www.dcss.state.va.us/victims/)

## **Sources of Funding and Amount Available**

This grant program is supported in part by the "Virginia Victim/Witness Fund" (see § 19.2-11.3, Code of Virginia). Federal Victims of Crime Act (VOCA) funds also support this grant program (see Publ. 98-473, as amended).

It is anticipated that federal and state funds available for expenditures in FY2003 and FY2004 will be sufficient to adequately support funding priorities outlined in these guidelines.

Currently, the amount available for expenditures in FY2004 can only be projected.

In the event of a significant increase or decrease in the projected amount of funds available in FY2004, DCJS will notify all grantees and provide them with instructions regarding amendments to FY2004 awards.

## **Eligibility**

The grant program to support local victim/witness programs is open to local units of government. Local units of government may subcontract with private, non-profit service providers.

The grant program to support statewide victim assistance programs is open to only the Office of the Attorney General, the Department of Criminal Justice Services, and the Department of Corrections. Grant funds may only support provision of information and assistance specifically required by the Crime Victim and Witness Rights Act and other victims' rights laws.

Each local unit of government may submit only one application to support a local victim/witness program serving a single locality. Localities may submit joint applications to support regional victim/witness programs serving multiple localities. Each eligible state agency seeking funding to support statewide victim assistance programs may submit only one application.

The following categories of applicants are eligible to apply for grant funding in FY 2003 and 2004.

**Continuation/Expansion Funding for Existing Programs**

All currently grant funded local victim/witness programs and statewide victim assistance programs are eligible to apply for continuation/expansion funding, given satisfactory program performance.

**New Part-Time Local Victim/Witness Programs**

Three localities are eligible to apply for part-time programs.

These localities are **Buckingham, Craig, and Nottoway Counties.**

All eligible applicants are encouraged to contact Victims Services Section staff, should you have questions or need additional information and assistance in preparing applications. Applicants in localities eligible for new part-time programs are especially encouraged to contact section staff for technical assistance and information. Please direct your inquiries to the following staff.

<b>Staff Member</b>	<b>Contact Information</b>	<b>Type of Application</b>
Wendy Lohr Hopp, Victim/Witness Program Analyst	(804) 371-8634 whopp@dcjs.state.va.us	New and Continuation
Joan Lucera, Victim/Witness Program Analyst	(804) 786-5376 jlucera@dcjs.state.va.us	New and Continuation
Beth McCown, Victim/Witness Program Analyst	(804) 786-4576 bmccown@dcjs.state.va.us	New and Continuation
John Mahoney, Assistant Section Chief	(804) 786-8008 jmahoney@dcjs.state.va.us	New and Continuation

Applicants in localities eligible for new part-time programs are **strongly** encouraged to:

- Coordinate with neighboring jurisdictions to design regional victim/witness programs and prepare joint applications (i.e. Craig County and City of Salem).

Eligible localities choosing to submit applications requesting part-time staff to serve individual localities (i.e. Craig County vs. Craig Co. and City of Salem together) must:

- Completely document the cost effectiveness of the proposed approach, and
- Completely explain why a regional approach was not chosen.

**The maximum grant funded staffing level for each new stand-alone part-time program is .5 FTE.**

## **Grant Writing Training**

DCJS will conduct a Grant Renewal and Program Management Training for **current** Victim/Witness and Statewide Victim Assistance Program staff from Wednesday, March 20, 2002 through Friday, March 22, 2002. The training will be held in Richmond, at the Sheraton West Hotel, located at 6624 W. Broad Street, Richmond, VA 23230. Program staff should already have received, by mail, a memorandum providing additional information and a registration form. The memorandum and registration information can also be found at [www.dcjs.state.va.us/victims/](http://www.dcjs.state.va.us/victims/)

DCJS may also conduct a Victim/Witness Grant Writing Workshop for individuals interested in establishing **new** part-time grant funded programs in eligible localities. The workshop will be held in Richmond, if justified by interest among eligible applicants. Location and registration information will be posted to the DCJS website ([www.dcjs.state.va.us/victims/](http://www.dcjs.state.va.us/victims/)) and mailed to interested officials in eligible localities. Please contact section staff if you are interested in attending such a workshop.

## **Match**

No local cash or in-kind matching funds are required.

## **Deadline**

Applications (1 original plus 4 copies) must be postmarked on or before **April 19, 2002**. Applications must be delivered to DCJS, 805 East Broad Street, 10th Floor, Richmond, Virginia 23219. FAX copies will not be accepted.

## **Staffing Limits**

DCJS will not provide funding for existing positions that are currently supported in full by non-DCJS funds. Furthermore, grant funded staffing levels for local victim/witness programs may not, except under exceptional circumstances, exceed the number under the "Victim/Witness Program Staffing Needs Assessment" column entitled "Max. Staff

Eligible for DCJS Funds.” (See Attachment 1 – Staffing Needs Assessment and Attachment 2A – Allocation of Victim Assistance Funds).

NOTE: The “Max. Staff Eligible for DCJS Funds” figures presented are either the number of staff supported with grant funds in FY99 or the number of staff recommended by the latest needs assessment, whichever figure is higher.

### **Grant Limits of Local Victim/Witness Programs**

In no case will the annual grant award for a local victim/witness program exceed \$350,000.

Applicants seeking continuation funding at current staffing levels are strongly encouraged to limit total grant budget increases to 5% or less, annually.

Localities with victim/witness programs eligible for significant increases in staffing levels are encouraged to pursue an incremental growth strategy.

Only those costs directly related and essential to providing direct services to crime victims can be supported with grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and well justified.

### **Grant Limits of Statewide Victim Assistance Programs**

The annual grant award for statewide victim assistance programs may not exceed \$160,000.

### **Fiscal Year 2003 and 2004 Salaries**

In accordance with established policy, DCJS will seek to support salary increases of the same average size and at the same time as increases provided to the state workforce.

This policy is consistent with the recommendations of the Victim/Witness Funding Workgroup, convened by the former Secretary of Public Safety (see Attachment 2A).

Attachment 2 describes bonus and salary increases available in FY2003 and FY2004. A 2.5% one-time bonus, payable in December 2002, may be requested for FY2003. A 2.75% salary increase, effective December 2003, may be requested for FY 2004. Please see Attachment 2 for more details.

### **Grant Period**

#### **Two-Year Grant Period for New and Continuation Grants**

Grants to support local victim/witness programs and statewide victim assistance programs are for the twenty-four month period July 1, 2002 through June 30, 2004 (FY2003 and FY2004) and can be renewed, given satisfactory performance and the availability of sufficient funds. Separate budgets, budget narratives, and cover sheets are required for each grant year.

## Program Requirements

DCJS requires grant funded local victim/witness programs to provide comprehensive information and assistance in five victims' rights areas established by the Act.

Grants to support statewide victim assistance programs must focus on delivery of a specific service or a more limited range of services required by the Act and other victims' rights laws. Funded programs in this category must meet all other grant requirements described in the Program Guidelines.

All applicants must certify on Attachment 5 that grant funds will enhance or expand direct services to crime victims and witnesses and will not be used to supplant state and local funds that would otherwise be available for crime victim and witness services.

All applicants must also submit completed and signed copies of Attachment 11 - "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements." NOTE: For your reference, guidance regarding restrictions on lobbying, which applies to grant recipients and appears in the U.S. Department of Justice, Office of Justice Programs, "Financial Guide" (M7100), is included as part of Attachment 11.

## Evaluation and Reporting

All grant supported programs are required to complete and submit a Project Progress Report and a Financial Report by the 12th working day after the close of each quarter. On-site monitoring visits of grant programs will be conducted, as DCJS staff resources permit.

In accordance with a Criminal Justice Services Board directive, applicable to all DCJS grant programs, **no current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS may waive this provision.

DCJS has developed a Client Information Management System (CIMS) software package to capture required data elements. This software will be provided to grantees free of charge. Grantees are required to use the CIMS system and may be required to submit progress reports electronically. DCJS also provides training for CIMS users.

Increasingly, victim assistance programs nationwide are beginning to devote resources to measuring program outcomes, i.e. the differences program services make in the lives of clients etc., in addition to collecting data regarding program outputs, i.e. the number of clients receiving services etc. Additionally, the federal Office for Victims of Crime, which administers VOCA funding, encourages, but does not yet require, outcome measurement by funded programs.

Because outcome measurement can provide powerful information about the impact of program services and can help programs better serve their communities, DCJS

encourages program staff to develop outcome measurement plans and data collection instruments.

Development of outcome measurement plans and data collection instruments is **not** a required component of this application. However, given significant interest among applicants, DCJS may develop sample outcome measurement plans and client survey instruments etc.

If outcome measurement plans and data collection instruments, such as client surveys, have been developed, applicants are asked to include these with their FY2003/FY2004 applications.

### **Allowable Costs**

Only those costs directly related and essential to providing direct services to crime victims can be charged to the grant. Please see Attachment 9 (VOCA Guidelines, p.p. 7-10, Section E. Services, Activities, and Costs at the Subrecipient Level, subsections 1 and 2).

### **Unallowable Costs**

For guidance regarding services, activities, and costs which cannot be supported with victim assistance grant funds, please see Attachment 9 (VOCA Guidelines, p.p. 10-11, Section E. Services, Activities, and Costs at the Subrecipient Level, subsection 3). NOTE: Costs, including staff time, associated with the preparation of subpoenas cannot be supported with grant funds.

### **Review Process**

Victims Services Section staff and Grants Administration Section staff will review all applications and make programmatic and budgetary recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). If an applicant's request is recommended for a reductions of 20% or more (of allowable requests), then the applicant will be notified in writing of the opportunity to prepare a written appeal to the subcommittee. The subcommittee will meet to evaluate reviewer recommendations and any 20% reduction appeals. The subcommittee will make final recommendations for consideration by the full CJSB in June, 2002.

If the subcommittee recommends for substantive reasons that an applicant not be funded, the applicant may appeal the recommendation before an appeals panel of the CJSB. The Grants Administration Section will notify any applicants eligible for appeal. The recommendations of the appeals panel will be presented to the CJSB for final action. Grant awards will be issued in late June, 2002 based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

### **Summary Instructions for Applicants Requesting Continuation Grants**

Continuation grant applications should contain:

1. Page 1 of the DCJS Grant Application, completed and signed, **for each fiscal year.** (See Attachment 10)

2. A project budget and a budget narrative for the period July 1, 2002 through June 30, 2003, and a project budget and a budget narrative for the period July 1, 2003 through June 30, 2004. (See Instructions for Completing the Budget Narrative beginning on page 12)
3. Annual victim and witness service targets for FY2003 and FY2004, required program development objectives, and other required certifications for the continuation grant period. These may be provided by completing Attachments 4 and 5 of the Program Guidelines for each fiscal year.
4. If additional staff are requested, provide an organizational chart which demonstrates staff position and chain of command within the organization.
5. Copies of any new or revised written cooperative agreements with criminal justice agencies, local courts, and other agencies providing victim services which are not already on file at DCJS. Please provide a listing of all cooperative agreements, which identifies parties to each agreement, effective dates and review dates. (See Attachment 7).
6. Completed and signed copies of the "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" (see Attachment 11).

### **Detailed Instructions for Completing the Standard Application (New Applicants only)**

Only applicants requesting DCJS grant funding for the first time must file a "Standard Application including the Project Description (see Attachment 13).

A Standard Application consists of a complete:

- Project Description (Attachment 13) (New Applicants Only)
- Budget Form
- Budget Narrative

Detailed instructions for completing the Project Description are presented in Attachment 13. A complete Project Description, including need justification and implementation plan, is only required of applicants requesting DCJS funding for the first time.

Detailed instructions for completing the **budget form, and budget narrative, required of all applicants**, are presented below.

### **Instructions for Completing the Budget Form**



Excel spreadsheet versions of the budget form are available at [www.dcjs.state.va.us/victims/](http://www.dcjs.state.va.us/victims/)

**Page 1**

**Grant Program:** Indicate by checking “V/W” or “Statewide Victim Assistance,” as appropriate.

**Applicant:** Official name of locality or state agency applying for the grant.

**Jurisdiction(s):** List all localities to be served or, if appropriate, indicate “statewide.”

**Program Title:** Indicate “Victim/Witness” or “Statewide Victim Assistance” here.

**Grant Period:** Each application must be for a 12-month period. (One budget should be for July 1, 2002 through June 30, 2003 and another for July 1, 2003 through June 30, 2004.)

**Type of Application:** Check the appropriate blank (“New” or “Continuation”). If you are completing a “Continuation” application please indicate the current grant number.

**Program Sponsor:** List the title and name of the program sponsor.

**Project Director:** List the person at project or local level whom DCJS can contact if further information is needed.

**Project Administrator:** List the person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application. This must be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than the manager, chief elected officer or state agency head has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

**Finance Director:** List the individual who will be responsible for fiscal management of the funds.

NOTE: It is very important to provide FAX as well as phone numbers for each person above. E-mail addresses should also be provided, if available.

**Brief Project Description:** Provide a short description of the project. The description **must include an estimate of the total number of direct service victims and direct service witnesses** to receive program services during each year of the grant period. The description must include the total numbers of direct service victims and direct service witnesses served between July 1, 2001 and March 31, 2002. Please also estimate the number of volunteer hours your program will receive in each grant period. The use of volunteers is required by VOCA and an estimation of the number of volunteer hours to be received is also a federal requirement.

Examples of brief project descriptions for each fiscal year are presented below.

**Brief Project Summary-first page of FY2003 application**

The XYZ victim/witness program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. During July 1, 2002 through June 30, 2003 (FY2003), it is estimated that **620 victims** and **31 witnesses** will receive direct services through this program. For the period July 1, 2001 through March 31, 2002, the program provided direct services to **450 victims** and **22 witnesses**. We anticipate **80** volunteer hours to be provided in FY2003.

**Brief Project Summary-first page of FY2004 application**

The XYZ victim/witness program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. During July 1, 2003 through June 30, 2004 (FY2004), it is estimated that **620 victims** and **31 witnesses** will receive direct services through this program. We anticipate **80** volunteer hours to be provided in FY2004.

**Section A. Project Budget Summary:**

Provide total figures from budget categories. Verify that these figures match the budget totals on the budget category itemization pages for the appropriate fiscal year. At the bottom of the summary page for each fiscal year budget, provide the **grand** total for the fiscal year. Round all figures to the nearest dollar.

**Section B. Budget Category Itemization**

Itemize all budget amounts and place in appropriate column for each line item. Complete an itemized budget for each fiscal year. Each item should reflect expenditures for a twelve-month grant period. Round figures to the nearest dollar. Applicants should break down each line-item requested according to budget column headings: 80% Federal, 20% State, and Total.

Instructions for budget category itemization are provided in the Budget Narrative section below.

**Instructions for Completing the Budget Narrative**

Complete a separate budget narrative for each fiscal year. Remember, no local cash or in-kind matching funds are required.

**All applicants must briefly explain the reasons for each requested budget item and how requested amounts were determined.** A line item budget narrative for each fiscal year is required. Requested items not thoroughly justified will not be approved for funding. The Project Budget Narrative must be presented separately from the Project Description.

## **Personnel**

- List each position by title and name of employee. Show the annual salary rate for the employee and the hours to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually. Indicate their anticipated total salaries for FY2003 and FY2004. (Victim/witness program applicants should see Attachments 2 and 2A for additional salary and staffing guidance).
- Indicate each type of benefit included and the total cost allowable to employees assigned to the project. Grant funds can support reasonable benefit expenses, not covered by other funding sources. Generally, benefit packages equivalent to those offered to similar locally funded positions, can be supported with grant funds. However, benefit costs as a percentage of grant funded salary must be reasonable and, absent compelling justification, cannot exceed the percentage allowed for locally funded positions.

Applicants should carefully evaluate and document physical and organizational capacity to accommodate and effectively utilize new staff.

**All applicants** must justify the necessity of creating each new position. Please describe the duties, responsibilities, and qualification required of each new grant funded position. Required duties, responsibilities, and qualifications must be designed to effectively provide services required by the Crime Victim and Witness Rights Act or other victims' rights laws and must be consistent with all grant requirements.

Grant funds may be used to support the following classes of positions.

### **Victim/Witness Program Director**

### **Victim/Witness Program Assistant Director**

### **Victim/Witness Program Assistant**

### **Staff of Statewide Victim Assistance Programs**

**Location of Victim/Witness Program Staff:** New victim/witness program staff may be physically located outside any current program office space and may be directly supervised by staff other than the victim/witness program director. Applicants are free to determine optimal arrangements for office space and supervision of new staff. Applicants should document that the proposed physical location of staff and supervision structure promotes efficient program operation. Additionally applicants must document agreement that these arrangements are acceptable to the locality and any other parties to such agreements.

## **Consultants**

List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. Individual Consultant's rate may not exceed \$450.00 per day.

For organizations, including professional associations and educational institutions, performing professional services: Indicate type of services being performed and estimated contract price.

Travel and Subsistence for Consultants: Reasonable expenses may be reimbursed at actual cost.

NOTE: Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness, may consultant fees be approved.

## **Travel**

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence. Please clearly explain the basis for all calculations.

Justify travel by explaining why costs are necessary and essential to providing direct services to victims or by documenting that grant funds will be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims. Additionally, applicants must document that grant funds will only cover travel costs of the project's direct service providers.

DCJS will consider requests up to \$1,500 per local program to support attendance at appropriate national training conferences. International travel may not be supported with grant funds. Applicants must document that the requested training is needed and is unavailable within the state, and is cost effective. The \$1,500 maximum includes travel and registration costs. Registration expenses should be detailed in the "Supplies and Other Expenses" category.

Applicants are encouraged to request grant funds to support attendance at the DCJS sponsored victim assistance training events listed below, as appropriate. Applicants may also request grant funds to attend other in-state training events.

A detailed and itemized description of all training conference expenses and a detailed justification for expenses, addressing cost effectiveness and appropriateness of the proposed expenditures, are required.

The number of staff attending each event and the total number of training events for which grant support is requested must be reasonable and cost effective.

## **FY2003**

**July 16, July 30, August 8, and August 15, 2002** – A one-day seminar on the Providing Comprehensive Financial Assistance to Victims will be conducted for victim assistance staff. It is anticipated that these trainings will be held in Harrisonburg, Norton, Henrico and Danville. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. Lunch will be provided. The \$50 registration fee should be requested in the “Supplies and Other” budget category and will cover the costs of lunch, training materials, and training costs. Staff should plan on attending only one of these trainings, as the same training content will be presented at each training event. (For planning purposes, the V-STOP Grant Application Training will likely be held the day following the 7/16 and 7/30 trainings.)

**July 22-26, 2002** – NOVA Crisis Response Training. The 40 hour Basic Crisis Response Training equips graduates, along with similarly trained colleagues, to help groups of affected people to cope with their immediate emotional reactions when a crisis strikes their community, and to plan for longer-term emotional support. The training also assists people to begin the process of developing their own community-based crisis response programs. The training will be held in Charlottesville at the Omni Hotel. The lodging room rate is \$69 plus tax. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. (The \$350 registration fee should be requested in the “Supplies and Other” budget category and will cover the costs of training materials and other training costs. (Note: Total attendance will be limited to ensure the effectiveness of the training; additional trainings may be scheduled).

**September 18-20, 2002** - 3-day basic program management training will be conducted for victim/witness and sexual assault program staff. It is anticipated that the training will be held in the Richmond area. Topics for this training may include: financial management of the grant, victim-related legislation, overview of reporting requirements, cooperative agreements, Criminal Injuries Compensation Fund, etc. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. (The following meals will be provided: Day 1 lunch, Day 2 breakfast and lunch, Day 3 breakfast and lunch). The \$100 registration fee should be requested in the “Supplies and Other” budget category and will cover the costs of the listed meals, training materials, and training costs. Any new grant-funded staff member should plan on attending.

**March 19-21, 2003** - 3 day program management training (for new and existing staff). It is anticipated that the training will be held in the Richmond area. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. (The following meals will be provided: Day 1 lunch, Days 2 and 3 breakfast and lunch). The \$150 registration fee should be requested in the “Supplies and Other” budget category and will cover the costs of the listed meals, training materials, and training costs.

**April, 2003** - 1-day victims' rights week commemoration and workshop. This training event and is typically held in Richmond. Lunch will be provided. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. The \$30 registration fee should be requested in the "Supplies and Other" budget category.

#### **FY2004**

**Summer 2003** – Four one-day trainings on advanced topics will be conducted. For planning purposes it is assumed that these trainings will be held in Harrisonburg, Norton, Henrico and Danville. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. Lunch will be provided. The \$50 registration fee should be requested in the "Supplied and Other" budget category and will cover the costs of meals, training materials, and training costs. Staff should plan on attending only one of these trainings, as the same training content will be presented at each training event. (For planning purposes, the V-STOP Grant Application Training will likely be held the day following two of the proposed trainings.)

**September 2003** - 3-day basic program management training will be conducted for victim/witness and sexual assault program staff. It is anticipated that the training will be held in the Richmond area. Topics for this training may include: financial management of the grant, victim-related legislation, overview of reporting requirements, cooperative agreements, Criminal Injuries Compensation Fund, etc. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. (The following meals will be provided: Day 1 lunch, Day 2 breakfast and lunch, Day 3 breakfast and lunch). The \$100 registration fee should be requested in the "Supplies and Other" budget category and will cover the costs of the listed meals, training materials, and training costs. Any new grant-funded staff member should plan on attending.

**March 24-26, 2004** - 3 day program management training (for new and existing staff). It is anticipated that the training will be held in the Richmond area. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. (The following meals will be provided: Day 1 lunch, Days 2 and 3 breakfast and lunch). The \$150 registration fee should be requested in the "Supplies and Other" budget category and will cover the costs of the listed meals, training materials, and training costs.

**April, 2004** - 1-day victims' rights week commemoration and workshop. This training event and is typically held in Richmond. Lunch will be provided. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. The \$30 registration fee should be requested in the "Supplies and Other" budget category.

### **Equipment**

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that items will provide or enhance direct services to crime victims. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, grant funds can support a pro-rated share of such an item. Applicants are encouraged to discuss computer hardware and software needs with Tony Musleh of DCJS' Victims Services Section at (804) 225-4568.

All computers purchased with DCJS funds must be equipped with anti-virus protection software, which must be updated regularly.

### **Supplies and Other Operating Expenses**

All costs should be itemized within this category by major types (e.g., office supplies, equipment use fees, when supported by usage logs, printing, photocopying, postage, brochures, books and other victim-related materials, and telephone).

Show the basis for computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone -- long distance at "z" dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained (e.g. the photocopying cost estimate was determined based on factors including X crime and Y court caseload statistics generating Z anticipated number of copies.)

DCJS will scrutinize office space rental requests. Applicants not currently approved for such expenditures will not be awarded funds to pay office space rental expenses. Applicants requesting funds to support office space rental must document efforts to secure non-grant funds. Grantees currently receiving DCJS funds for office space rental expenses are strongly encouraged to decrease their request by 10% each fiscal year.

Grant funds may support a maximum of three memberships in victim assistance organizations. Each organization and its membership rate must be identified. Memberships must be in the name of the agency, not the individual.

DCJS will also carefully examine equipment maintenance requests, especially costs related to computer maintenance, network access, and the provision of technical support. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. DCJS will not award funds in excess of the amount approved in FY2002 for these types of expenditures, unless an applicant can demonstrate compelling reasons for such funding. Applicants should describe efforts to secure non-grant funds to support such expenses.

### **Indirect Costs**

No costs are allowed in this category.

**Cash Funds From Sources Other Than Grant Program Supporting This Project**

Applicants may list source and amount of cash from the other sources that support this project.

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